

ARTICULATION AGREEMENT

**Kentucky Department of Education – Career and Technical Education Division
Department of Business Education
and
Louisville Technical Institute**

In keeping with the recent emphasis on career clusters and skill standards testing, it is proposed that Louisville Technical Institute articulate college level credit for students who have obtained a business career major with at least a letter grade of B –**and**– who pass the Administrative Support Skill Standards Assessment or pass all four parts of the Microsoft Office Specialist (MOS) Certification test.

Career Clusters/Majors

To complete a career major in Administrative Support Services or Information Processing Services, students must earn four career-related credits with the career major. Three of the four credits must come from the recommended courses for that major.

Proposal

It is proposed that Louisville Technical Institute offer postsecondary credit if a student accomplishes the following:

- 1. Receives a Career Major Certificate in Administrative Support Services and has at least a letter grade of B*
- 2. Passes the Administrative Support Skill Standard Assessment or Parts 1 – 4 of the Microsoft Office Specialist (MOS) Certification exams.*

The student who successfully completes the above steps will receive 4 hours credit in the following course: **Computer Fundamentals (CCS117)**.

Process

The Kentucky Department of Education's Business Education State Staff will monitor the process of awarding the Career Major Certificates. Each of the students will be issued a letter from the local school district certifying that the student should receive credit along with an explanation of which of the above options the student completed. This letter will be presented to the appropriate personnel at Louisville Technical Institute. Included with the letter will be proof of the student having passed the MOS Certification exam.

Potential Outcomes of the Articulation Proposal

A. For Business Education Students

- 1) Allows a secondary business education student to become trained in a specific set of skill standards developed by industry representatives and Kentucky Department of Education personnel approving their training.

- 2) Allows secondary business education students the opportunity to pursue an advanced degree in one of the fields in Business.
- 3) Provides motivation for a student to pursue a Career Major.
- 4) Provides motivation and incentive for students in the skills standard testing process and MOS Certification.

B. For Secondary Business Education Programs

- 1) Allows secondary business education programs to promote articulation and help with recruiting quality students.
- 2) Provides a tool for secondary teachers to be in contact with college instructors and state department personnel.
- 3) Successful passing rates of students could be used in program promotion and in recruiting a more talented, non-traditional, and /or diverse student population.

C. For Kentucky Department of Education

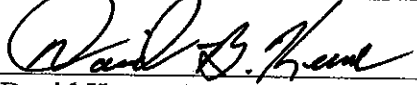
- 1) Provides a tool to place significant emphasis on the recent thrusts of Career Majors, MOS Certification, and Skill Standards Assessment.
- 2) Provides an opportunity to motivate students to perform better on the skill standards assessment, thereby increasing the passing rates and consequently increasing the learning of students and the quality of the instruction in secondary business education.

D. For Louisville Technical Institute

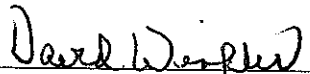
- 1) Allows for a closer working relationship between Louisville Technical Institute programs and secondary business education programs.
- 2) Provides motivation for more and better students to pursue degrees in business.
- 3) Provides a significant bridge and motivation for a successful transition for students between the secondary programs and higher education.

In testimony thereof, witness the duly authorized signatures of the parties hereto:

LOUISVILLE TECHNICAL INSTITUTE

By 
David Keene, Executive Director

3/27/06
Date

By 
David, Winkler, Academic Dean

3/27/06
Date

KENTUCKY DEPARTMENT OF EDUCATION

By 
Rodney Kelly, Division Director

3/21/06
Date